



DEPARTMENT OF PERSONNEL

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MEMO PERD #17/02
May 24, 2002

TO: Department Directors
Division Administrators

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: FOUR PERCENT PAY INCREASES FOR STATE EMPLOYEES

As authorized by AB673, a 4% pay increase will automatically be implemented for State employees effective July 1, 2002. Employees paid by Central Payroll will see the increase in checks issued on July 19, 2002. The method of implementation eliminates the need, in most cases, to submit individual Employee Status Maintenance Transaction (ESMT-A) documents.

As you know, an appointing authority may set the salary for an unclassified employee at or below the authorized maximum salary. The 4% pay increase will be systematically added to current unclassified, non-classified and classified medical employee salaries. If you wish to set the salary of an employee at a lower rate, an ESMT-A must be submitted with a notation under the "Remarks" portion of the form indicating this action reflects an adjustment to the cost-of-living increase. Completed ESMT-A's must be received by State Personnel's Records Section on or before July 5, 2002, to reflect exceptions on checks issued July 19. ESMT-A's received after July 5, 2002, with retroactive or corrective adjustments will be reflected in checks issued August 2, 2002.

For verification purposes, a turn-around document noting the 4% increase will be generated for employees who are unclassified, classified medical, or on retained rate as well as for employees for whom the Records Section has received and processed an adjusting ESMT-A.

A copy of this memorandum has been sent to all payroll clerks and personnel representatives. Updated compensation schedules will be distributed in early June. If there are questions regarding the implementation of the pay increase, please contact Penny Lewsader at (775) 687-4184.

JG:cp

cc: Agency Personnel Liaisons
Agency Personnel Representatives
Payroll Clerks